

Idaho School for the Deaf and the Blind
Policies and Procedures
Section: 1100
Subsection: DOT Drug Testing Program

June 2006

Reference: Executive Order 2002-01

Purpose: To establish guidance for employees considered and or hired into positions with ISDB which require periodic drug testing due to Department of Transportation requirements.

Policy:

As an owner and operator of commercial vehicles, Idaho School for the Deaf and the Blind has an obligation to its drivers, and the driving public at large, to see that its commercial vehicle drivers are free from the harmful effects of drug or alcohol impairment. As part of this responsibility the school will implement a Substance Abuse Policy, together with a testing component, to insure that its drivers are drug and alcohol free. This is consistent with recent state and federal regulations requiring drug testing of commercial vehicle drivers.

Effective October 1, 1993, Idaho School for the Deaf and the Blind (hereafter referred to as the school) will implement this Substance Abuse policy which will apply to all prospective and present employees who operate commercial vehicles (hereafter referred to as drivers).

Procedure:

Types of Drug Testing Required of Prospective of Present Drivers

Pre-Employment Testing

All applicants which the school intends to offer employment for positions as commercial vehicle drivers will be required to submit to a drug test as part of the application process prior to being offered employment by the school.

Reasonable Cause Testing

A driver will be required to be tested for the use of illegal drugs or alcohol if that individual gives a supervisor or other school official reasonable cause to believe that they may be under the influence of drugs or alcohol and may therefore endanger their own well being or the general public.

The basis of suspicion indicating drug or alcohol impairment may be a specific, contemporaneous event or conduct evidencing impairment observed over a period of time. Representatives of the school will ensure that the driver involved is immediately removed from

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the operation of a commercial motor vehicle and is transported to a collection site to take a drug test.

Random Testing

All drivers will be subject to random drug testing. A random test is defined as a drug test that is unannounced and where every driver has an equal chance of being selected for testing at any given time.

The random selection method used by the school will be determined in consultation with Minert & Associates, Inc. The selection method utilized will insure that the random testing will be spread reasonably throughout a 12-month period. All drivers will be subject to 50% random testing annually.

Post Accident Testing

A driver who is involved in a reportable accident (as defined below) will submit to drug and/or alcohol testing as soon as possible but in no case later than 32 hours after the accident. A reportable accident is defined as an accident that involves:

1. the death of a person; or
2. bodily injury to a person, who, as a result of the accident, immediately receives medical treatment away from the scene of the accident; or
3. where one or more vehicles include damage as a result of the accident and is towed from the scene of the accident.

A driver who is seriously injured and cannot provide a specimen for testing will be required to authorize the release of relevant hospital reports that would indicate whether there were drugs or alcohol in their system at the time of the incident. Any driver involved in an accident requiring a test is to notify their supervisor as soon as possible and comply with the instructions given them relative to their taking a drug or alcohol test.

Specimen Collection Procedure

When a driver is aware that they need to submit to testing under the terms of this policy they will contact the personnel manager for instructions regarding where they are to report. All specimen collections will be conducted by personnel that have been instructed in how to conduct the collection according to procedures set by DOT. After collection and documentation are completed, all specimens will be transported to a NIDA certified laboratory for testing.

Adulteration or Submission of Concealed Specimen

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If, during the collection procedures, the collection monitor detects an effort by a driver to adulterate or substitute a specimen a second specimen will be requested. If a second specimen is provided, both will be tested. If the request for a second specimen is refused the monitor will convey to the school the drivers refusal to submit a true specimen. Such conduct will be considered equivalent to testing positive and will result in a prospective employee not being offered employment and a present employee being immediately relieved from driving a commercial vehicle for the school.

Prohibited Substances

Detection of any drugs listed in Table 1 above the cutoff levels will constitute a positive test result. All positive drug tests will be confirmed by GC/MS confirmatory testing.

<u>Substance</u>	<u>Screening</u>	<u>Confirmation</u>
Amphetamines/Methamphetamines	1000 ng/ml/1000 ng/ml	500 ng/ml/500 ng/ml
Cocaine	300 ng/ml	150 ng/ml
Opiates	300 ng/ml	300 ng/ml
THC (Marijuana)	100 ng/ml	15 ng/ml
Phencyclidine (PCP)	25 ng/ml	25 ng/ml
Alcohol	0.04 BAC (Table 1)	

Refusal

Any driver who refuses to be tested or fails to release or provide information as directed under the provisions of this policy will not be allowed to operate a commercial motor vehicle.

Notification of Testing Results

All testing results received from the laboratory will be forwarded to the office of Minert & Associates, Inc. as the representatives of the Medical Review Officer (MRO). The MRO, or his designated representative, will be responsible for notifying the school regarding the results of a drivers drug test. If a positive result is reported the school will be informed of the identity of the donor and the illegal drug(s). Test results will be reported only to those individuals authorized by the school to receive them.

Any prospective or present employee who is taking a prescription drug that may have been the cause of a positive test result will be asked to provide the name of the medication and the identity of the prescribing physician for verification. If this is verified the donor's test result will be reported as negative.

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Prior to informing the school of a driver's positive result the driver will be offered an opportunity to personally discuss the positive result with the MRO. The MRO will follow up on such information as he deems appropriate. If, after consideration of the matter, the MRO finds no reason to doubt the validity of the test the results will be conveyed to the employer as well as the identity of the drug.

If the driver cannot be located the MRO, or his representative, will request that the school arrange for the driver to contact the MRO as soon as possible to discuss the results of a drivers positive test.

The MRO may communicate a positive result to the school if:

1. the driver expressly declines the opportunity to discuss the results of the test, or
2. the driver is instructed to contact the MRO but fails to do so within 5 days.

Effect of Testing Positive

Any prospective driver who tests positive for the presence of illegal drugs will not be offered employment with the school. Any presently employed driver who tests positive for the presence of illegal drugs or alcohol will immediately be relieved from driving a commercial vehicle.

Self-Referral

All drivers of the school who may consider themselves drug or alcohol dependent are encouraged to seek treatment with the assistance of a substance abuse counselor. The school will provide informational assistance in locating professional counseling to any driver who requests it.

Drivers who undergo drug or alcohol abuse rehabilitation will be expected to do so on their own time, at their own expense (other than those expenses covered by the school insurance program), or during a non-paid leave of absence approved by the school prior to the employee beginning rehabilitation. Arrangements may be made to allow a driver to use accrued vacation or sick leave during any such leave of absence. A request for rehabilitation may not be made in order to avoid the consequence of a positive drug result.

Drivers who demonstrate successful progress or completion of a recommended course of treatment may return to work after taking and passing a drug or alcohol test. Any driver returning to work after treatment will be expected to continue to be free from any drug impairment.

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Possession, Use, or Distribution of Illegal Drugs

The possession, use or distribution of illegal drugs, drug paraphernalia, or alcohol by a driver in a school vehicle is strictly prohibited. Furthermore, a drivers may not consume alcoholic beverages within four hours of driving a school vehicle and in no case may be under the influence of alcohol while driving a commercial vehicle. Substantiated evidence that a driver has violated this prohibition will result in the driver's termination of employment.

Prescription Medications

All drivers will be required to notify the school when they use a prescription medication which contains a **WARNING LABEL** or when they are taking any medication they are aware may negatively affect their ability to safely operate a commercial vehicle.

A driver may be allowed to operate a commercial vehicle while using medication when the drug is prescribed by a licensed medical practitioner who is familiar with the drivers medical history and assigned duties and who has advised the driver that the prescribed drug will not adversely affect the drivers ability to safely operate a motor vehicle. This waiver must be presented to the school in writing by the physician involved.

Revised/Approved – June 2005
Harvey W. Lyter III, Interim Superintendent